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13 November 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 4th Meeting, 7 November 1951, 10:00 a.m.

Present:

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1. The minutes of the meeting of 30 October were read and accepted.

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2. [REDACTED] was introduced as an additional member of the Working Group. [REDACTED] who is a member of OSO, was selected by the AD/SO as the result of a request to that Office from the Career Service Committee that they have a working member to report their policies and problems on this Working Group.

3. The proposed agenda was introduced and accepted as the order of business for this meeting. A copy is attached to these minutes.

4. (Item 1 of agenda)

a. The Working Group agreed on the following definition of a "Performance Rating": "A Performance Rating is the supervisor's opinion as to the employee's performance on the job expressed in standardized categories." Such a rating has the following purposes:

(1) A regular basis for within-grade promotions under the Ramspeck Act;

(2) A valid standard for determining unsatisfactory performance for purposes of termination;

(3) A basis for determining satisfactory service in selection of employees for career service where 'two years' satisfactory service' is deemed one of the criteria in selection;

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(5) For use in establishing registers under a reduction-in-force program;

(6) A factor in upholding employee morale;

(7) A means for improving the effectiveness of employee performance;

(8) A procedure for strengthening supervisor-employee relationships;

(9) A method for advising each officer and employee ~~over~~ his current performance.

b. The categories for which Performance Ratings, as listed above, could be used were dealt with as follows:

(1) It is not necessary by law that a Performance Rating be the basis for a Ramspeck promotion (i.e. AEC);

(2) Dismissal for unsatisfactory performance can be handled ~~administratively~~ through administrative procedure;

(3) It is not a valid basis in a career service to use a Performance Rating which has approximately 95 percent of the personnel rated satisfactory;

(4) Performance Rating of satisfactory is not more valid in a "selection out system" than in a career service;

(5) Performance Rating is not required for establishing registers for a reduction in force (i.e. AEC). [REDACTED] will get further detail on the AEC procedure.

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(6), (7) (8), (9) All these items can be dealt with under an employee evaluation system.

c. The conclusion of the Working Group is that we recommend to the Career Service Committee that there be no Performance Rating as such but that there will be recommended an employee evaluation system which will evaluate every employee. For in the opinion of the Working Group there is no justification for establishing and administering a separate system or systems for the comparison of employees one with another on the basis of their current job performance but there is justification for including the current job performance as a factor in an employee evaluation system.

5. The proposed definition of a rotation system was presented. This Group suggested correction be made and that the definition be reviewed by the Working Group on Rotation prior to submission to the Career Service Committee.

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6. The Agenda of the meeting for 14 November will be paragraphs 2. and 4. of the Agenda of 7 November. (Copies attached)
7. The meeting adjourned at 12:15 p.m.

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Chairman

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SECURITY INFORMATION

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13 / 7 November 1951

SUGGESTED AGENDA

for 4th Meeting of

Working Group on EMPLOYEE RATING

CAREER SERVICE COMMITTEE

1. Review and definition of the purposes for which a Performance Rating system or systems should be devised.
2. For what purposes is an Employee Evaluation system to be used?
3. Review and comment with respect to Performance Rating and evaluation of the proposed definition of a rotation system.
4. Point-by-point discussion of Reference #1 in 15 October instruction to Working Group on Employee Rating.

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Chairman

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